

## Usage Reporting

Institutional administrators are able to order usage reports by logging in on the journal website. The login credentials are the email address for the institutional administrator and the password that was selected during registration. Once logged in, you can open your account by clicking on your name where it is displayed at the upper right of the page. There will be a tab for Institutional Administration that will then have a link for Usage Data where you will be able to order the reports.

Under Usage Data, there will be a drop-down listing all the accounts that the administrator is responsible for. It is important to choose the account that is on that website before you order reports.

## COUNTER Reports

Usage reporting on the website is COUNTER compliant. The platform supports Release 3 of the Code of Practice for Journals and Databases, and Release 2 of the code of Practice for Books and Reference Works.

## Retrieval via SUSHI

If your institution operates a SUSHI client, you will find the information here for retrieving your reports.

## Email Notifications

You may set up alerts so that you will be notified each month when new usage data is available.

## Delivery via Email

You will find the order form for requesting usage reports under this heading.

- Select year – choose the year you wish to have reports from
- Select reports – you can select all reports, or choose only those you need
- Select formats – the default is HTML, however you can also chose XML or Tab-delimited format.
- Select the recipient(s) – the reports will be sent to you only, unless you select the option to have them sent to all administrators for your organization.
- Submit Request – when the preferred options are selected, submit your request by clicking the button at the bottom of the form. An error message in red will let you know if any selections have been omitted.
- Your reports will be delivered within minutes, in the form of an email attachment. Please be sure that your security system will allow you to receive emails with attachments. The email will be from [onlinepublishing@allenpress.com](mailto:onlinepublishing@allenpress.com), with the subject line of "Institution usage report".